

April 21, 2005

MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
April 21, 2005

I. OPENING OF MEETING AT 9:20 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Chris Kolker, Chairman (via telephone); George E. Richards, Raymond W. Ewell, Barbara J. Peterson and Betty Bukraba, Commissioners; Daniel Stralka and Andrew Barris of the Commission staff; Bruce Washington, Central Management Services; and Amy Masters, Illinois Workers' Compensation Commission.

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD MARCH 17, 2005

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD MARCH 17, 2005.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging	157	6
Agriculture	482	17
Arts Council.....	22	1
Banks & Real Estate	1	0
Capitol Development Board	16	0
Central Management Services	1456	116
Children and Family Services.....	3424	40
Civil Service Commission	4	0
Commerce & Econ. Opportunity	461	58
Commerce Commission.....	56	0
Corrections.....	14,300	116
Criminal Justice Authority	80	5
Deaf and Hard of Hearing Comm.	7	1
Developmental Disabilities Council	10	1
Elections Board.....	57	1
Emergency Management Agency	112	2
Employment Security.....	1905	25
Environmental Protect. Agency	1100	17
Fin. & Prof. Regulation.....	808	36
Guardianship and Advocacy	109	6
Historic Preservation Agency	242	8
Human Rights Commission	11	2
Human Rights Department	137	7
Human Services	15,286	60
Investment Board.....	3	1
Labor.....	74	7
Labor Relations Board Educational	16	2
Labor Relations Board Local	1	0
Labor Relations Board State	18	2
Law Enforce. Trng. & Standard Bd.	24	1
Medical District Comm.....	2	0
Military Affairs	146	3
Natural Resources	1412	27
Pollution Control Board.....	25	3
Prisoner Review Board	22	0
Property Tax Appeal Board	22	2
Public Aid	2287	23
Public Health.....	1130	28
Revenue	2049	57
State Fire Marshal	133	7
State Police	1506	5
State Police Merit Board.....	5	1
State Retirement Systems	83	1
Transportation.....	4,061	1
Veterans Affairs.....	1177	2
Workers Compensation Comm.....	170	7
TOTALS	54,609	705

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 - 1. The Governor, or
 - 2. A departmental director or assistant director appointed by the Governor, or
 - 3. A board or commission appointed by the Governor, or
 - 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 - 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 - 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 - 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.

- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 - 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 - 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 - 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.
 - 4. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 - 5. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- Regarding Items C-E, Assistant Executive Director Andrew Barris stated that these items had been on the agenda for several months. The staff's primary concerns were the potential for overlap and the reporting requirement. Bruce Washington addressed the Commission regarding the principal policy-making responsibilities of the positions and the potential for overlap and he also addressed the reporting requirement issue. Washington stated that the sensitive nature of the positions required 4d(3) exemption to achieve the goals outlined in Executive Order #10. Washington discussed the proposed positions' relationship to the currently exempt position of the Manager of Transactions and Property Administration and assured there was no overlap. Washington stated that the Manager of Transactions and Property Administration was responsible for the comprehensive scheme embodied in Executive Order #10 by overseeing the State of Illinois' efforts in effectively implementing the cost effective management of currently owned state property, the disposition of such property and the acquisition of new property. Washington assured the Commission that the Manager of Real Property Transactions was solely responsible for making policy regarding the disposition of state owned property and applying market analysis to the future acquisition of property. Regarding the two Manager of Transactions positions - North and South regions, Washington stated that these positions were the principal policy makers regarding the State of Illinois' lease portfolio, including those properties currently under contract (approximately 10,000 properties) and the policy of the State regarding new lease contracts. Bruce Washington noted the differences in property type and local business practices in the Northern part of the state compared to the Southern part of the state. Chairman Kolker specifically asked Washington to address the reporting structure of the Bureau of Property Management. Washington stated that the proposed positions had full autonomy regarding policy-making decisions in each position's respective area. Chairman Kolker asked Barris his opinion of the positions' policy-making responsibilities. Barris stated that each 4d(3) request is examined on a case-by-case basis and that the ratification of one position does not create precedent for future exemption requests. With that said, Barris added that the Real Property Transactions Manager more clearly fell within the parameters of Rule 11 than the other two proposed positions. Commissioner Richards asked Washington why these positions needed to be 4d(3) exempt. Washington responded by emphasizing the sensitive nature of the positions' policy-making responsibilities and the need to establish distinct principal policy making positions in each position's respective area of expertise in order to efficiently accomplish the goals of Executive Order #10. After hearing Bruce Washington's presentation, the Commission voted to approve the exemption requests.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- Regarding Items O and P, Amy Masters of the Workers' Compensation Commission addressed the Civil Service Commission. Prior to her presentation, the staff noted that the Chief Financial Officer position appeared to meet the reporting and policy-making requirements of Rule 11. However, the staff had questions regarding the Insurance Compliance position and how that position can make policy when it is simply monitoring compliance with the Workers' Compensation Act. Masters stated that due to the small size of the department, and the large number of incoming complaints and/or uninsured companies throughout the state, the Insurance Compliance Manager will make policy on how to seek out uninsured employers by geographic location, industry type, and size among other factors. Additionally, the manager will need to set policies about the best methods to facilitate the identification and investigation of these employers. In addition, while the Act may outline specific penalties and fines for uninsured employers, the main goal of the Commission is to get injured workers paid and uninsured companies insured. Determining policies about which employers should be fined at the rate as indicated by the Act, or should be fined a lower amount, or in less severe cases, should be required to simply become insured and/or pay existing claims of the injured worker without any penalties are policy decisions that should be determined by the Insurance Compliance Manager. After Masters' presentation, the Commission voted to approve the exemption requests.
- Item F was continued from the last meeting to determine if the proposed position was similar to the previously exempted Purchasing Officer positions at other individual agencies. Assistant Executive Director Andrew Barris spoke to Paul Campbell and he informed Barris that it was the same type of position. After looking at the previous exemption requests for other Purchasing Officer positions, Barris discovered that the job description was substantially similar to those of the previously exempted positions. For this reason, the staff recommended exemption.
- Regarding Item G (Deputy Director), the Governor announced an initiative to develop an industry for Homeland Security. This position is the Deputy Director of Homeland Security Marketplace, reports to the Director and is the principal policy maker for accomplishing this initiative. For these reasons, the staff recommended exemption.
- Contract Compliance Officer, Item H, was continued because the staff had questions about a previous submission by DCFS in which the Commission denied an exemption request for a position that appears to be identical to the present one.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- Items I and J were continued at the request of the DFPR. CMS did not recommend approval. It was proposed that a representative of DFPR appear before the Commission to address the overall plan for the reorganization of the Department of Financial and Professional Regulation.
- Items K and L posed concerns for the staff regarding the principal policy making responsibilities of both positions, i.e., a) what principal policy does an EEO/Ethics officer make and b) regarding Item L, the proposed position reports to another position responsible for criminal investigations and the phrase "subject to management approval" at the beginning of the job description does not specify to whom the phrase is referring. For these reasons, the positions were continued.
- While Chief General Counsel makes policy, concerning Items M and N, the staff does not recommend exemption for the assistant General Counsel position. On the rare occasion in the past when an assistant general counsel position was made exempt, there were extenuating circumstances that necessitated exemption. For these reasons, the staff recommended exemption for the Chief General Counsel position, Item M, but not for the assistant General Counsel position, Item N.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS.

C. Requests for 4d(3) Exemption Approved by the Commission

The following 4d(3) requests for exemption were approved at the April 21, 2005 meeting:

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-62-400-00-01
Bureau/Division: Bureau of Property Management/Transactions & Property
Incumbent: Vacant
Supervisor: Manager of Transactions and Property Administration
Location: Cook County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-62-300-00-01
Bureau/Division: Bureau of Property Management/Transactions & Property Administration-Central and Southern Regions
Incumbent: Vacant
Supervisor: Manager of Transactions and Property Administration
Location: Sangamon County

Agency: Central Management Services
Position Title: Senior Public Service Administrator
Position Number: 40070-37-62-200-00-01
Bureau/Division: Bureau Of Property Management/Transactions Property Administration-Chicago and Northern Regions
Incumbent: Vacant
Supervisor: Manager of Transactions and Property Administration
Location: Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS IN ACCORDANCE WITH STAFF RECOMMENDATION.

D. Requests for 4d(3) Exemption Approved by the Commission

The following 4d(3) requests for exemption were approved at the April 21, 2005 meeting:

Agency: Illinois Workers' Compensation Commission
Position Title: Senior Public Service Administrator
Position Number: 40070-50-37-800-00-01
Division: Chief Fiscal Officer
Incumbent: Charles T. Kusar
Supervisor: Chairman
Location: Cook County

Agency: Illinois Workers' Compensation Commission
Position Title: Senior Public Service Administrator
Position Number: 40070-50-37-011-00-01
Division: Insurance Compliance Manager
Incumbent: Robert M. Harris
Supervisor: Chairman
Location: Cook County

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO CONTINUE, DENY, OR APPROVE THE REQUESTS FOR 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS IN ACCORDANCE WITH STAFF RECOMMENDATION.

E. Requests for 4d(3) Exemption Continued by the Commission

The following 4d(3) requests for exemption were continued at the April 21, 2005 meeting until the May 18, 2005 meeting:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Agency: Department of Children and Family Services
Position Title: Senior Public Service Administrator
Position Number: 40070-16-00-700-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Agency: Department of Financial and Professional Regulation
Position Title: Senior Public Service Administrator
Position Number: 40070-13-10-304-00-01
Division: Commercial Bank Supervision Division
Incumbent: Marc A. Edwards
Supervisor: SPSA (40070-13-10-300-00-01)
Location: Sangamon County

Agency: Department of Financial and Professional Regulation
Position Title: Senior Public Service Administrator
Position Number: 40070-13-10-306-00-01
Division: Commercial Bank Supervision Division
Incumbent: Craig S. Volk
Supervisor: SPSA (40070-13-10-300-00-01)
Location: Cook County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-00-100-50-01
Division: Equal Employment Opportunity Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Agency: Department of Revenue
Position Title: Senior Public Service Administrator
Position Number: 40070-25-53-100-00-01
Division: Equal Employment Opportunity Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

F. **Request for 4d(3) Exemption Denied by the Commission**

The following 4d(3) request for exemption was denied at the April 21, 2005 meeting:

Agency: Illinois State Fire Marshal
Position Title: Public Service Administrator
Position Number: 37015-50-50-003-00-02
Division: Legal
Incumbent: Vacant
Supervisor: 40070-50-50-003-00-01
Location: Sangamon County

G. **Requests for 4d(3) Exemption Approved by the Commission**

The following 4d(3) requests for exemption were approved at the April 21, 2005 meeting:

Agency: Department of Financial and Professional Regulation
Position Title: Senior Public Service Administrator
Position Number: 40070-13-02-200-00-01
Division: Purchasing Officer
Incumbent: Vacant
Supervisor: Secretary
Location: Cook County

Agency: Department of Commerce and Economic Opportunity
Position Title: Senior Public Service Administrator
Position Number: 40070-42-80-000-00-01
Division: Bureau of Homeland Security Marketplace
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Agency: Illinois State Fire Marshal
Position Title: Senior Public Service Administrator
Position Number: 40070-50-50-003-00-01
Division: Legal
Incumbent: Joseph August Sr.
Supervisor: Illinois State Fire Marshall
Location: Sangamon County

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V. MOTION TO GO INTO EXECUTIVE SESSION

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4) AND 2(c)(11) OF THE OPEN MEETINGS ACT.

VI. RECONVENE MEETING

Upon due and proper notice the regular meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Suite S-901, Chicago, Illinois.

PRESENT

Chris Kolker, Chairman (via telephone); George E. Richards, Raymond W. Ewell, Barbara J. Peterson and Betty Bukraba, Commissioners; Daniel Stralka and Andrew Barris of the Commission staff.

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VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of March 31, 2005.

	<u>2/28/05</u>	<u>3/31/05</u>
Central Management Services	3	4
Children & Family Services	6	9
Comm. & Econ. Opportunity	4	4
Employment Security	1	1
Human Services	5	5
Labor	1	0
Natural Resources	1	1
Property Tax Appeal Board	1	1
Public Aid	9	10
Public Health	0	2
Revenue	1	1
State Retirement Systems	1	2
Transportation	<u>12</u>	<u>12</u>
Totals	45	52

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL

- **LAYOFF**

LA-11-04

Petitioner	Beardsley, et al.	Appeal Date	8/12/03
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Daniel Stralka
Charge(s)	Violation of Personnel Rules	Proposed Finding	ALJ Finds No Violations of Sections 302.550 and 302.560 With Exception.

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO DENY THE PETITIONER'S REQUEST FOR HEARING DATED APRIL 20, 2005 AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT THE ACTIONS OF THE DEPARTMENT OF CORRECTIONS IN IMPLEMENTING THE LAYOFF PLAN AND VOLUNTARY REDUCTIONS THERETO DID NOT VIOLATE SECTIONS 302.550 AND 302.560 OF THE PERSONNEL RULES AS APPLIED TO THE 43 CORRECTIONAL CAPTAINS IN THIS CONSOLIDATED LAYOFF APPEAL WITH THE EXCEPTION THAT THE AGENCY DID NOT COMPLY WITH THE PERSONNEL RULES BY UTILIZING "FACILITY" AS LOCATION RATHER THAN "COUNTY" FOR DETERMINING "CURRENT VACANT POSITION" IN THESE SECTIONS. THE DEPARTMENT OF CORRECTIONS SHALL COMPLY WITH THE RULES BY MAKING THE EMPLOYEE AGGRIEVED BY THIS ACTION WHOLE IN ACCORDANCE WITH THE PROPOSED FINDING.

- **LAYOFF**

LA-02-05

Petitioner	Robert Eifert	Appeal Date	7/06/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	ALJ Finds Pet. Entitled to Voluntary Reduction Pursuant to 302.560.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO DENY THE RESPONDENT'S REQUEST FOR HEARING AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT PETITIONER WAS ENTITLED TO A VOLUNTARY REDUCTION PURSUANT TO SECTION 302.560.

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **LAYOFF**
LA-03-05

Petitioner	Richard M. Greer	Appeal Date	7/06/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER PETERSON AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO DENY THE PETITIONER'S REQUEST FOR HEARING AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT NO VIOLATION OF THE PERSONNEL RULES OCCURRED AS ALLEGED BY THE PETITIONER.

- **LAYOFF**
LA-04-05

Petitioner	George Starkweather	Appeal Date	7/07/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO DENY THE PETITIONER'S REQUEST FOR HEARING AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT NO VIOLATION OF THE PERSONNEL RULES OCCURRED AS ALLEGED BY THE PETITIONER. CHAIRMAN KOLKER VOTED PRESENT.

VIII. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEAL (continued)

- **LAYOFF**
LA-05-05

Petitioner	Geneva Bonifield	Appeal Date	7/07/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

IT WAS MOVED BY COMMISSIONER EWELL, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO DENY THE PETITIONER'S REQUEST FOR HEARING AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT NO VIOLATION OF THE PERSONNEL RULES OCCURRED AS ALLEGED BY THE PETITIONER.

- **LAYOFF**
LA-08-05

Petitioner	Lloyd Phillips	Appeal Date	7/12/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Proposed Finding	No Violation of Personnel Rules Occurred as Alleged by the Petitioner.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO DENY THE PETITIONER'S REQUEST FOR HEARING AND TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S PROPOSED FINDING THAT NO VIOLATION OF THE PERSONNEL RULES OCCURRED AS ALLEGED BY THE PETITIONER.

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IX. APPEALS TERMINATED WITHOUT DECISION

• **LAYOFF**
LA-10-05

Petitioner	Barbara J. Conrad	Appeal Date	7/15/04
Agency	DOC	Decision Date	3/30/05
Type of Appeal	Layoff	ALJ	Andrew Barris
Charge(s)	Violation of Personnel Rules	Recommended Decision	Default - Appeal Dismissed Subject to Commission Approval.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND BY ROLL CALL VOTE THE MOTION UNANIMOUSLY ADOPTED TO AFFIRM THE ADMINISTRATIVE LAW JUDGE'S DECISION DISMISSING THE APPEAL OF THE PETITIONER, BARBARA J. CONRAD.

X. AMENDMENTS IN CLASS SPECIFICATIONS

A. **The following class titles were submitted for revision by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

KidCare Supervisor I (**Abolish**)
KidCare Supervisor II (**Abolish**)

KidCare Supervisor (**New**)

Recommendation For Commission Action

Assistant Executive Director Andrew Barris stated that the proposed position title consolidated the two positions Kidcare Supervisor I and Kidcare Supervisor II.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REVISIONS OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2005.

KidCare Supervisor I (**Abolish**)
KidCare Supervisor II (**Abolish**)
KidCare Supervisor (**New**)

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

B. **The following class titles were submitted for revision by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Human Services Grants Coordinator Trainee	no change in title
Human Services Grants Coordinator I	no change in title
Human Services Grants Coordinator II	no change in title
Human Services Grants Coordinator III	no change in title

Recommendation For Commission Action

According to Assistant Executive Director Andrew Barris, the revision of the Human Services Grants Coordinator Trainee, I, II and III positions is intended to allow any agency to use the class specification instead of limiting the use of the class specification to the Department of Commerce and Economic Opportunity.

IT WAS MOVED BY COMMISSIONER PETERSON SECONDED BY COMMISSIONER EWELL AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REVISION OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2005.

Human Services Grants Coordinator Trainee
Human Services Grants Coordinator I
Human Services Grants Coordinator II
Human Services Grants Coordinator III

C. **The following class titles were submitted for revision by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Health & Safety Officer I (Abolish)	Public Safety Inspector (New)
Health & Safety Officer II (Abolish)	
Carnival & Amusement Safety Inspector (Abolish)	
Health & Safety Officer Trainee (Abolish)	Public Safety Inspector Trainee (New)
Carnival & Amusement Safety Inspector Trainee (Abolish)	

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

Recommendation For Commission Action

Assistant Executive Director Andrew Barris explained to the Commissioners that in order to avoid the excessive travel and overtime expenses associated with the Carnival and Amusement Safety Inspectors and Trainees, this class was created to combine the carnival inspectors with the health and safety officers. The new position will perform routine safety inspections of public buildings in the winter months but then also perform inspections of carnivals in the summer months.

IT WAS MOVED BY COMMISSIONER EWELL SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REVISION OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2005.

Health & Safety Officer I (Abolish)

Health & Safety Officer II (Abolish)

Carnival & Amusement Safety Inspector (Abolish)

Public Safety Inspector (New)

Health & Safety Officer Trainee (Abolish)

Carnival & Amusement Safety Inspector Trainee (Abolish)

Public Safety Inspector Trainee (New)

D. **The following class titles were submitted for revision by the Director of Central Management Services:**

Current Position Title

Proposed Position Title

Employment Security Tax Auditor I

No Change in Title

Employment Security Tax Auditor II

No Change in Title

Recommendation For Commission Action

Assistant Executive Director Barris discussed a few minor revisions to the specification including an additional 12 semester hours of accounting coursework.

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X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

IT WAS MOVED BY COMMISSIONER EWELL SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO APPROVE THE REVISION OF THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2005.

Employment Security Tax Auditor I
Employment Security Tax Auditor II

E. **The following class title was submitted for establishment by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
New	Laborer Foreman

Recommendation For Commission Action

Assistant Executive Director Barris informed the Commissioners that the request for the establishment of the proposed position title of Laborer Foreman was withdrawn due to questions posed by the union.

F. **The following class title was submitted for establishment by the Director of Central Management Services:**

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Public Service Administrator	Technical Advisor Advanced Program Specialist (new)

Assistant Executive Director Andrew Barris informed the Commission that he granted interim approval effective May 1, 2005 until the May 18, 2005 meeting for the Technical Advisor Advanced Program Specialist position due to the fact that the request was not timely submitted for April's meeting.

IT WAS MOVED BY COMMISSIONER RICHARDS, SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY.

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XI. STAFF REPORT

Executive Director Daniel Stralka notified the Commissioners that Chairman Kolker had attended his Senate confirmation hearing that morning.

Executive Director Daniel Stralka reported that he had attended the FY06 budget hearing before the Senate Appropriations II Committee yesterday with Sandra Guppy and responded to several questions from the members.

Sandra Guppy had attended payroll and telecom meetings in the last month.

Executive Director Daniel Stralka reminded the Commissioners that Statements of Economic Interest are due May 15, 2005.

Executive Director Daniel Stralka reported that he had recently completed a space needs survey from CMS. No additional information was available regarding the renewal of the current lease or relocation.

A new all-in-one copier/fax/scanner had been purchased for the Chicago office. The Chicago office is scheduled to be repainted within the next two months.

Assistant Executive Director Barris apprised the Commission on the status of the search for a summer intern and asked the Commission if they knew of any other areas from which a pool of qualified candidates could be contacted about the internship opportunity.

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Wednesday, May 18, 2005 at 10:30 a.m. in the Commission's Springfield Office.

XIII. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER BUKRABA AND THE MOTION UNANIMOUSLY ADOPTED TO ADJOURN THE MEETING AT 11:05 A.M.